



The Microcomputer Software Company

# **SpellStar®**

## **Reference Manual**

### **for SpellStar Release 3.3**

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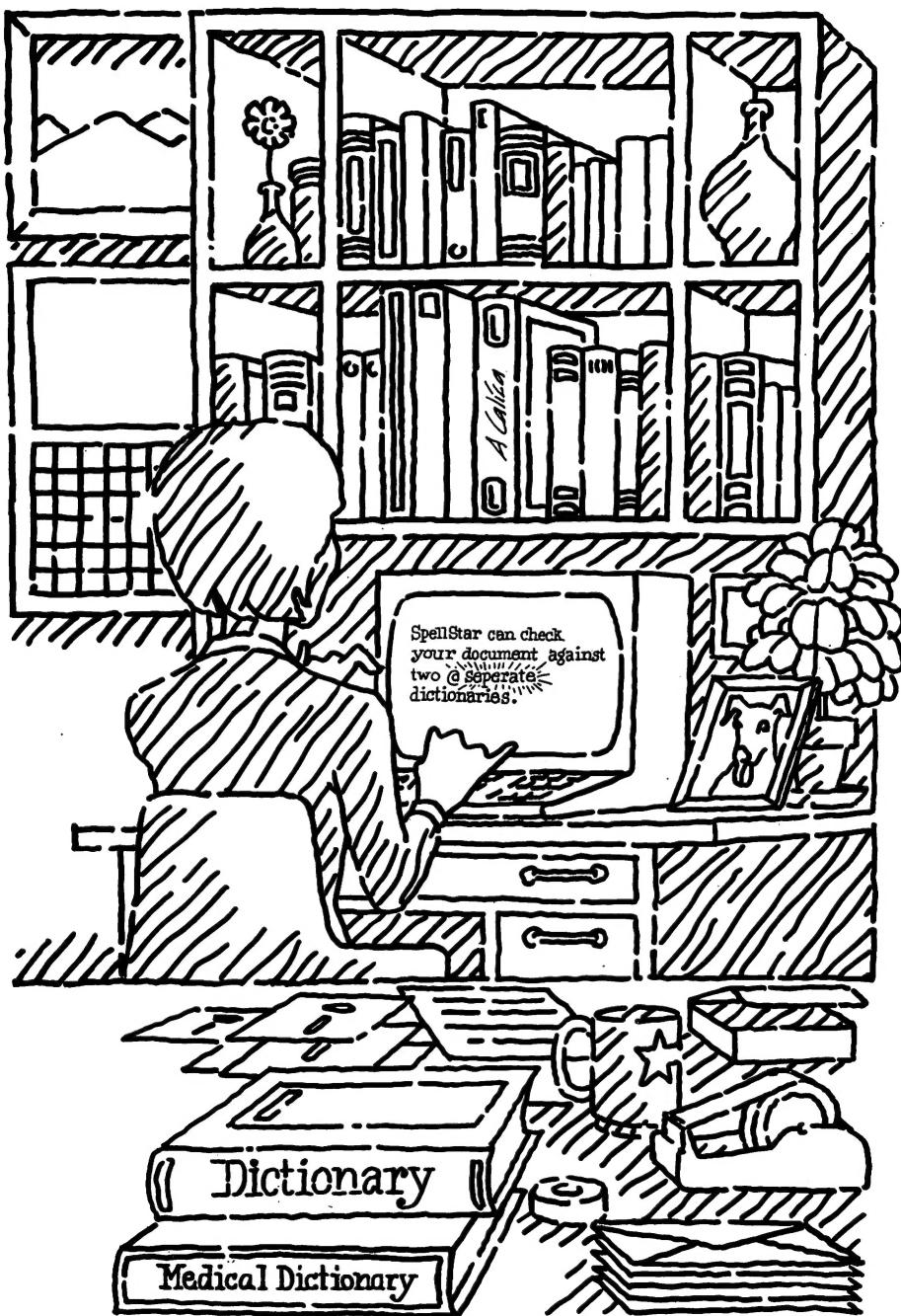
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This document was initially typed, corrected, and edited using WordStar word processing.

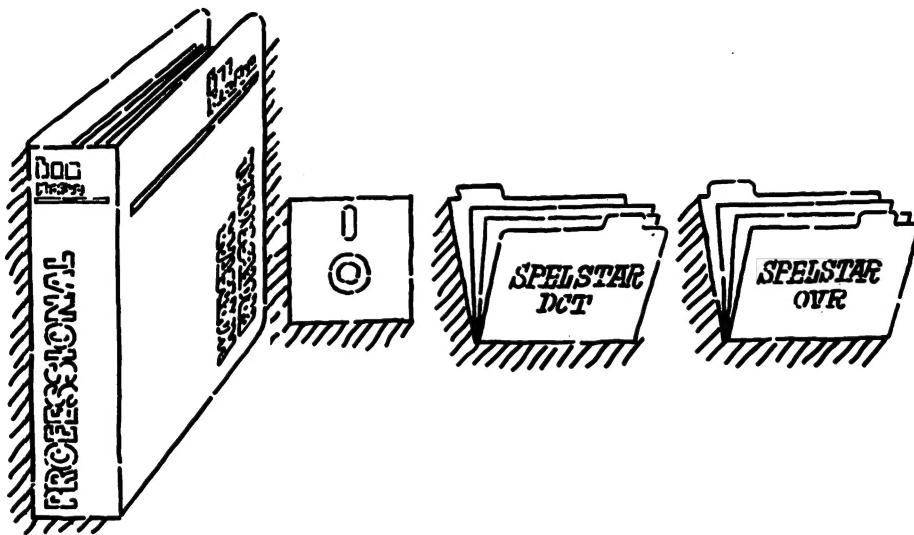
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# 1. Welcome to SpellStar

...introducing you to SpellStar...



**WHAT YOU HAVE** Your SpellStar package includes this manual and a disk that contains the files:

SPELSTAR.OVR and SPELSTAR.DCT.

CD.COM (for converting user-modified dictionaries to the new 3.3 format. Type CD at your system prompt.)

**WHAT YOU NEED** SpellStar performs only as an option of WordStar. Therefore, you need a working knowledge of the WordStar program. You also need the following four files:

- WS.COM
- WSMSGS.OVR
- WSOVLY1.OVR
- SPELSTAR.OVR

The dictionary, SPELSTAR.DCT, can be on any available disk drive, including the logged drive. Check the Program Specification Sheet in Appendix A for computer memory requirements.

If your system uses small capacity disks, see the special procedure in Appendix B.

See your dealer if you have questions about your computer, your printer, or your operating system.

## **A GUIDE TO THIS MANUAL**

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Chapter 1, *Welcome to SpellStar*, contains general information about SpellStar. It explains what SpellStar can do, what its limits are, and what you need before you begin.

Chapter 2, *Spelling Check*, contains specific how-to information about running a spelling check.

Chapter 3, *Dictionary Maintenance*, contains specific how-to information about creating/maintaining a dictionary.

For quick reference, three diagrams are provided:

- Possible Paths Through SpellStar, pp. 1-11 and 1-12.
- A Common Path Through Spelling Check, pp. 2-2 and 2-3.
- A Common Path Through Dictionary Maintenance, pp. 3-3 and 3-4.

MicroPro suggests the following:

- To familiarize yourself with the program, see the *WordStar Training Guide*, Lesson 19.
- To run a spelling check for the first time, read Chapter 1, Welcome to SpellStar, and Chapter 2, Spelling Check.

- To create/maintain a dictionary for the first time, read Chapter 1, Welcome to SpellStar, and Chapter 3, Dictionary Maintenance.
- To find a procedure quickly, use these diagrams:
  - For SpellStar, pp. 1-11 and 1-12.
  - For Spelling Check, pp. 2-2 and 2-3.
  - For Dictionary Maintenance, pp. 3-3 and 3-4.
- To refer to a specific item, use the index.

## **SYMBOLS USED IN THIS MANUAL**

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‘Remember’



‘Caution’



‘Return’



‘File’



‘CTRL’ the control key

## OVERVIEW

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SpellStar is a checking program that locates spelling and typing errors in your text, freeing you of the worry of misspelled words. SpellStar proofreads your copy and checks it against its 20,000 word dictionary. The dictionary is based on the American Heritage Dictionaries published by Houghton Mifflin Company. The program flags incorrect words or words not found in its dictionary. For each flagged word, you have the following options:

- to leave it as is
- to change it
- to keep it as is and add it to the dictionary  
(never to be flagged again)

And with SpellStar, you can create your own dictionaries. Computer stores sell disks which hold specialized dictionaries; you might find a dictionary of medical terms, for example. But sometimes it is more efficient to create your own—a list of your customers' names, perhaps, or words unique to your business.

You'll find SpellStar very easy to use. The screens will take you every step of the way; just read the helpful prompts and respond to them.

From the WordStar Opening Menu, select the SpellStar option, name your file, and then choose one of SpellStar's two operations:

- Spelling Check
- Dictionary Maintenance

### **SPELLING CHECK**

The **Spelling Check** operation proceeds through three phases. At the end of each phase, SpellStar displays your choices. You will usually press RETURN to go on to the next phase. Each screen will tell you how to restart or exit.

The phases are:

1. **Proofreading:** Any word not in the dictionary—a name, a typographical error, an abbreviation, etc.—is considered a misspelling. At the end of this phase, you can tell SpellStar to list your misspellings.
2. **Flagging:** Upon request, SpellStar will flag your misspellings with the marker @.
3. **Correcting:** Upon request, SpellStar displays your flagged text. You then move from flagged word to flagged word. At each stop, you can either fix the word, bypass it until later (leaving the flag), ignore it (removing the flag), or mark it for later addition to a dictionary.

## DICTIONARY MAINTENANCE

The Dictionary Maintenance operation, with a single pass, will update an existing dictionary or create a new dictionary.

Simply identify the word file and the dictionaries, then choose the options you want to use, like “add words” or “delete words” or “combine add/delete,” and let SpellStar do the rest.

## IMPORTANT TERMS

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### MAIN DICTIONARY

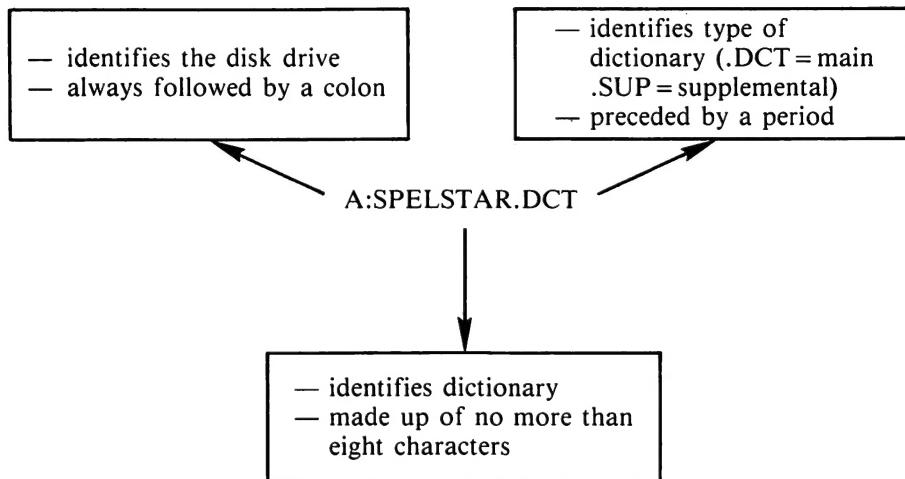
The primary dictionary that SpellStar uses when doing a spelling check—either SPELSTAR.DCT that you received with SpellStar or a special dictionary of your own choosing. SPELSTAR.DCT is assumed to be on the currently logged drive unless you indicate that you have moved it to another drive.

### SUPPLEMENTAL DICTIONARY

A dictionary of special words not normally found in a main dictionary. A supplemental dictionary might contain words unique to your business. If you were running a word processing business and your

customers were doctors, lawyers, and plumbers, you'd probably want to create a supplemental dictionary for each type of business.

NOTE: The name of a main or supplemental dictionary is made up of three parts as follows:



Although you can use *any* three-letter extension, using .DCT and .SUP allows SpellStar to do a little extra work for you. The program automatically looks on your logged drive and the A drive for your .DCT and .SUP dictionaries.

**SPELLING CHECK CONTROLS** The keys you can press to change the information SpellStar needs to run the spelling check. There are four spelling check controls:

- D** The main dictionary.
- S** Any supplemental dictionary.
- F** The file to be checked.
- W** The work drive SpellStar uses for sorting.

By pressing any of these keys, you can change the information listed on the screen under "current value." In other words, you choose the dictionary, file, and work drive. If, however, the information already on the screen is exactly what you want, you needn't press any of these keys.

## DICTIONARY MAINTENANCE CONTROLS

The keys you can press to change the information SpellStar needs to run the dictionary maintenance. There are four dictionary maintenance controls:

- F** The word file that you want to add to or delete from a dictionary.
- D** The existing dictionary you want to update.
- U** The new dictionary that this update will create.
- W** The work drive that SpellStar uses for sorting.

By pressing any of these keys, you can change the information listed on the screen under "current value." In other words, you choose the dictionary, file, and work drive. If, however, the information already on the screen is exactly what you want, you needn't press any of these keys.

## CURRENT VALUE

The specific information presently listed for each of the controls. Under the heading current value on your screen is the name of the dictionary, file, and disk drive which SpellStar is going to use in its spelling check or dictionary maintenance. If you want to change a current value (i.e., have SpellStar use a *different* dictionary, file, or disk drive), press the appropriate letter and answer the prompts that appear.

For example, if the current value of the disk drive is A, you will see the following line on the screen:

W - Change work drive = A:

To change the current value of the work drive to B, you would press **W**, then answer the prompt with B.

<b>DEFAULT VALUE</b>	The current value that is displayed when you first enter SpellStar (SPELSTAR.DCT as the main dictionary and A as the work disk drive, for example). Unless you change it, SpellStar assumes that this pre-set value is acceptable. Because SpellStar supplies default values, you usually can begin your spelling check without changing the controls. Default values save time.
<b>STATUS CHECK</b>	An operating system function that can provide a list of the names of files on a disk, the size of those files, and the amount of unused disk space (see your operating system instructions for details). You can run a status check to make sure that SpellStar has enough disk space for its sorting files.
<b>FLAG</b>	The marker, @, that SpellStar places in front of any word not found in the dictionary.
<b>WORD FILE</b>	A WordStar document containing words you want added to or deleted from an existing dictionary or words to create an entirely new dictionary.

## **GETTING STARTED**

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At the WordStar Opening Menu:

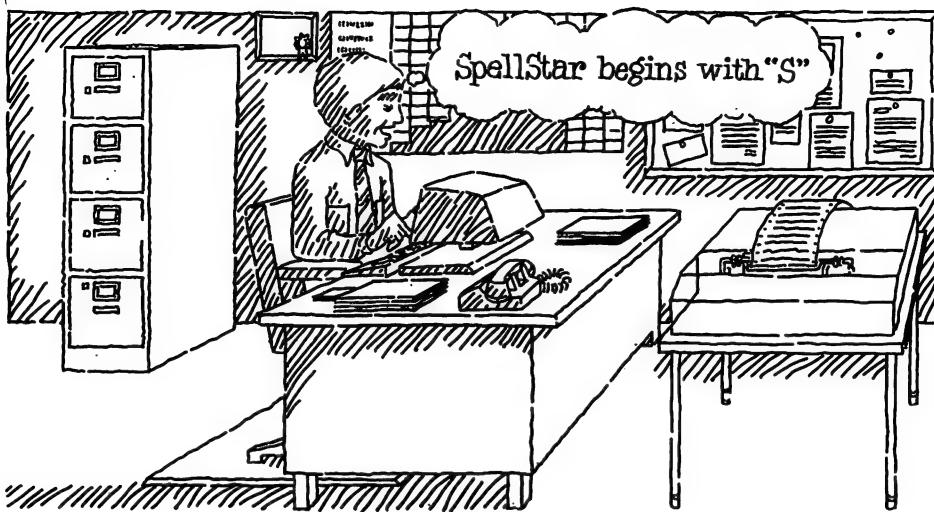
**TYPE S**

You see the prompt:

NAME OF FILE TO CHECK/ADD TO DICTIONARY?

**TYPE *filename*** (of the document you want SpellStar to use)

At this point, it doesn't matter if you want to check spelling on a document or maintain a dictionary.



If, for instance, you want to check the spelling on the document A:LETTER.DOC.

TYPE A:LETTER.DOC

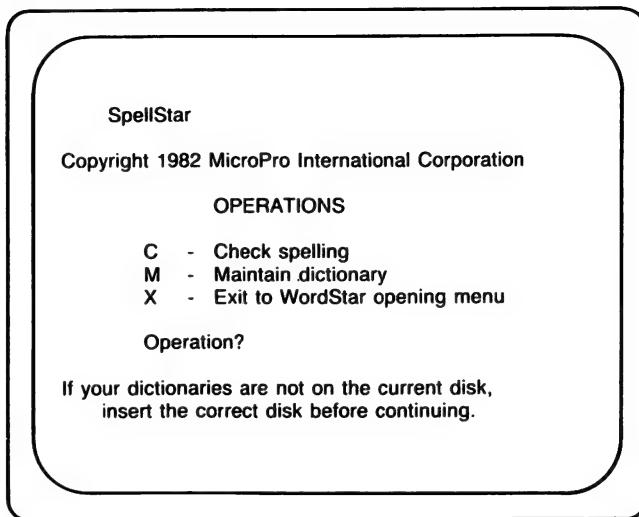
If you want to add the word file A:LETTER.ADD to a dictionary,

TYPE A:LETTER.ADD

Your entry will be displayed either on the Spelling Check Control Screen, as the current value of the file to be checked, or on the Dictionary Maintenance Control Screen, as the current value of the word file (the F control in both cases).

NOTE: Pressing **^R** (Restore) will cause the last file you edited to be named automatically as the file to use.

You see the SpellStar Operations Menu on your screen:



You can choose one of the following operations:

- To check spelling

TYPE C or **RETURN**

- To maintain a dictionary

**TYPE M**

- To exit from SpellStar to WordStar

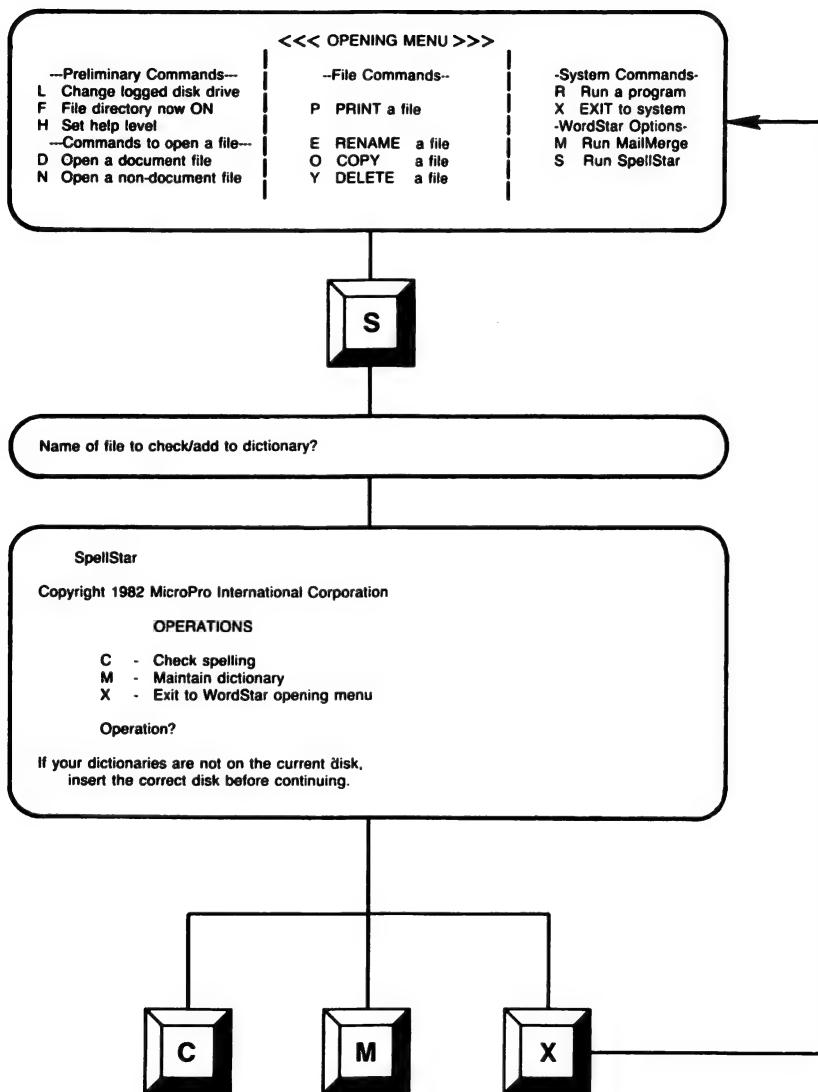
**TYPE X**

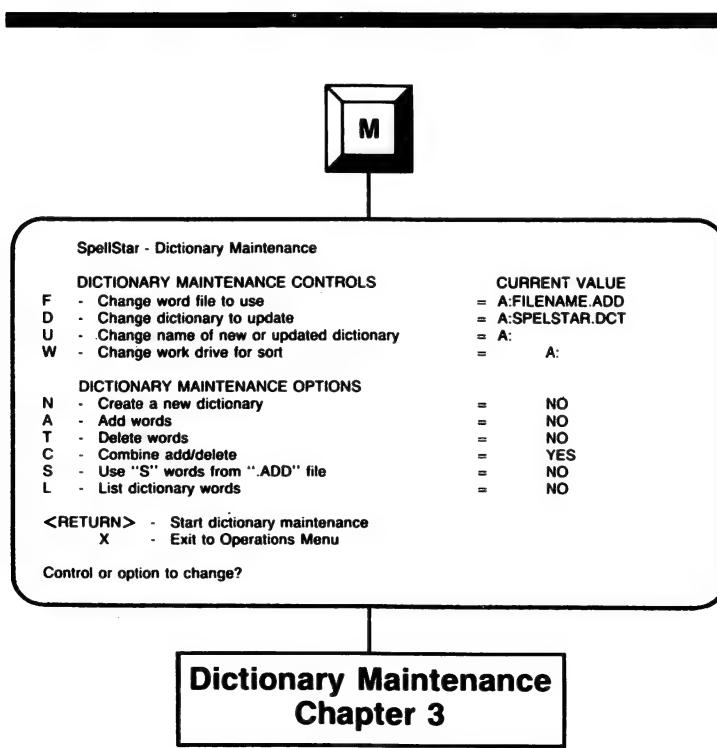
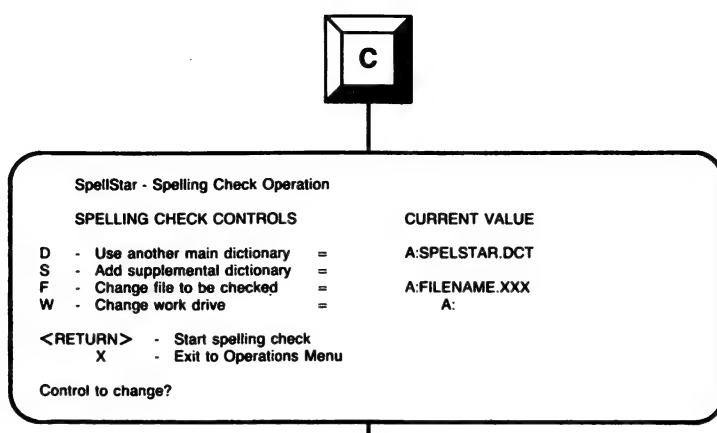
The diagram on the following pages shows these beginning procedures.

The main function of SpellStar is to check spelling. Maintaining a dictionary is a support operation you'll use to increase the power of the spelling check. The two operations will be described in separate chapters, beginning with the Spelling Check (Chapter 2), followed by Dictionary Maintenance (Chapter 3).

## SpellStar Diagram

The following chart shows the possible paths through SpellStar.





## 2. Spelling Check

...Spelling Check operation...actions you can take at each screen...



In the previous chapter you learned how to start SpellStar.

TYPE S

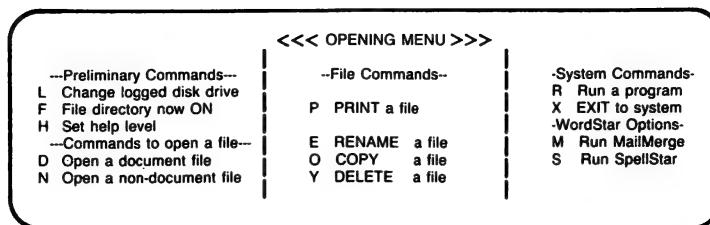
TYPE *filename* 

At the Operations Menu

TYPE C or 

The first screen you see displays the Spelling Check Controls. But before you read a description of this screen, examine the following diagram of the most common path through the Spelling Check operation.

## Spelling Check

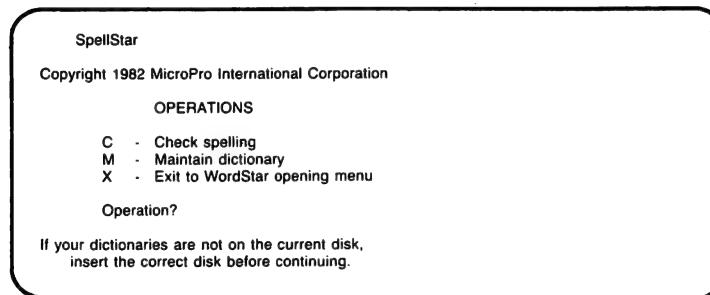


Select SpellStar

Press:

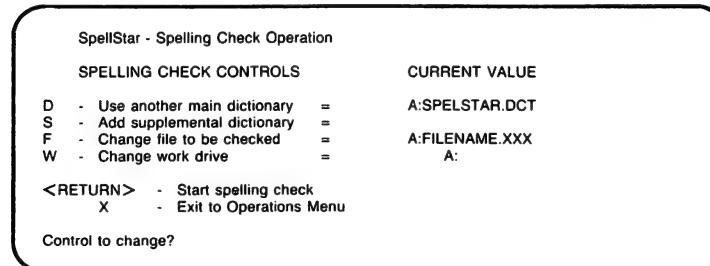
Name of file to check/add to dictionary?

Identify your file | Type: |drive:filename.extension



Choose "Check Spelling"

Press:



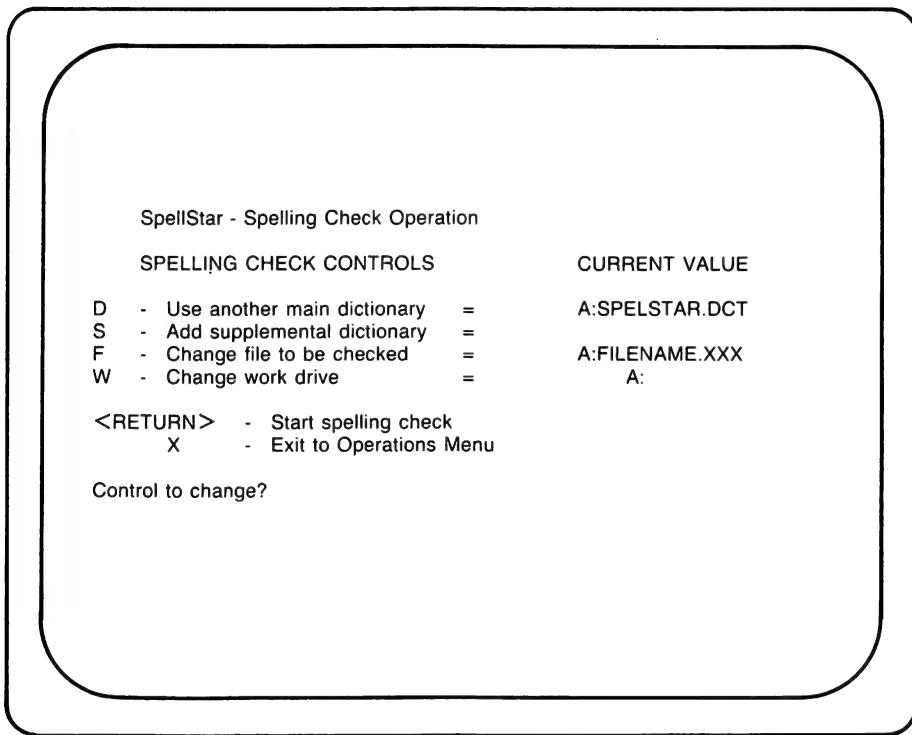
Verify/Change Controls  
Start proofreading phase

Press:



## SPELLING CHECK CONTROLS

When you type **C** at the Operations Menu, SpellStar shows you a menu of Spelling Check controls.



On this screen, SpellStar displays the Spelling Check controls and their current values. You have a chance to confirm or change these values.

It's as if your proofreader had arrived and announced, "I'm going to proofread the file you named, using A:SPELSTAR.DCT as my dictionary, and I'm going to do my work in Room A. If that's all right with you, tell me, and I'll begin to proofread. If you want to change anything, tell me what you want to change before I begin."

Like the proofreader, this screen tells you that the program will check the file you name, A:FILENAME.XXX, against the main dictionary, A:SPELSTAR.DCT, using the A disk drive as its work area. Since the S control is blank on the screen, your file will not be checked against a supplemental dictionary. Unless you want to change one of these items, the program will begin its spelling check as soon as you press RETURN.



#### **D - Use another main dictionary =**

SPELSTAR.DCT, the main dictionary, is standard equipment with SpellStar. Unless you tell it otherwise, SpellStar assumes that the main dictionary is on the logged disk drive. If you're logged on drive A, the current value of the D control is A:SPELSTAR.DCT.

You must have a dictionary named as the current value of D. SpellStar cannot operate without one. It can be any SpellStar-readable dictionary, even one with the extension .SUP. However, in spite of its .SUP extension, such a dictionary would no longer be *supplemental* once you named it as a *main* dictionary. See the following chart.

IF controls are	THEN
D - A:SPELSTAR.DCT S - A:PLUMBER.SUP	SpellStar checks your document against both dictionaries in one pass
D - A:SPELSTAR.DCT S -	SpellStar checks your document against <i>only</i> A:SPELSTAR.DCT
D - A:PLUMBER.SUP S -	SpellStar checks your document against <i>only</i> A:PLUMBER.SUP
D - S - A:PLUMBER.SUP	SpellStar won't work. You'll get an error message: "E101: File not found on disk"

Although extensions are not required, it's useful to use .DCT and .SUP to distinguish main from supplemental dictionaries. SpellStar recognizes .DCT and .SUP and automatically looks on both the logged drive and the A drive for them. Extensions also provide a way to identify your files quickly.



**S - Add Supplemental Dictionary =**

With SpellStar you can use one supplemental dictionary along with the main dictionary during a spelling check.

Naming a supplemental dictionary is optional. When you enter SpellStar, the current value of supplemental dictionary is blank. SpellStar assumes you don't have one unless you make an entry giving the disk drive, name, and extension.



**F - Change file to be checked =**

You may use any file that WordStar can read.

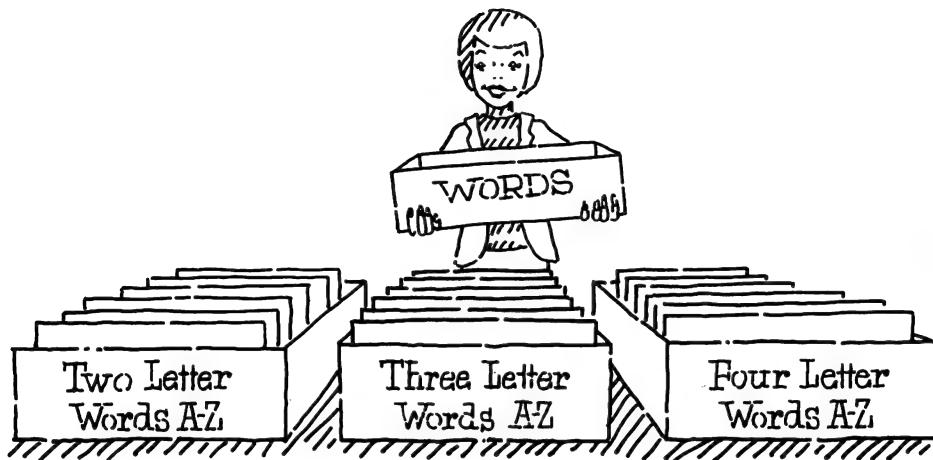


**W - Change work drive =**

This control lets you tell SpellStar where to put its temporary files if it needs to write them to disk.

SpellStar needs room to work. As it sorts through your document, the program stores each word in a temporary location. If there are no more than a

thousand unique words in the document it's checking, SpellStar does the sorting in your computer's internal memory without writing the sort file to disk. A sort file of more than about a thousand words requires disk space.



### CHECK FOR SPACE

The critical factor in deciding which work drive to use is the space available on each disk. The sorting files take up about the same amount of space as your document file. To find out how large your document is and whether the sorting files will fit on the same disk, do a status check.

If you don't have enough space for the sorting files for a large document, divide your document into smaller files and run the spelling check on one file at a time.

NOTE: You can divide the file with the block (^K) commands.

- Mark a block (using ^K^B and ^K^K)
- Write the marked block to another file (using ^K^W)
- Delete the marked block from the original file (using ^K^Y)

## CHANGING CURRENT VALUES

### PROCEDURE

When you start the Spelling Check, you see the controls and their current values. See Screen on p. 2-4.

To change a current value, press the keys **D**, **S**, **F**, or **W**.

For example, to change the main dictionary

#### TYPE **D**

SpellStar will respond with the following prompt:

D - Dictionary: A:SPELSTAR.DCT This is the main dictionary.  
Enter the drive, filename, and/or type of  
main dictionary to use.

The drive (A:), file name (SPELSTAR), or extension (.DCT) can be changed separately or in combination. Even though the cursor always appears at the first character of the value in the prompt, your entry is automatically inserted into the proper place.

NOTE: SpellStar knows which part of the name you're changing even though the cursor is in the first position of the name. Here's *how* it knows.

- The drive name is followed by a colon (:).
- The file name has no punctuation.
- The extension is preceded by a period (.).

If you press any of the four keys (D, S, F, W), but then decide to leave the values unchanged, press RETURN.

NOTE: Whenever you exit from SpellStar and WordStar, then return, you'll find the current values reset to the default, i.e., reset to the standard values that appeared on the screen when you received your SpellStar program.

## RULES FOR CHANGING D, S, AND F

- To change the drive only, enter **D**, **S**, or **F**. Then type the letter of the new drive, a colon, and press RETURN.

NOTE: If you enter #: RETURN, SpellStar substitutes the logged disk drive for the previous drive.

- To change the file name only, enter **D**, **S**, or **F**. Type the new file name and press RETURN.
- To change the extension only, press **D**, **S**, or **F**, then enter the extension preceded by a period and press RETURN.
- To change two or three parts of the value at once, just enter the new information in order, using the appropriate punctuation.
- To erase the file name or extension of a control value, leaving it blank, select **D**, **S**, or **F**. The prompt is displayed.
  - To erase the file name, TYPE # RETURN.
  - To erase the extension, TYPE .# RETURN.
  - To erase the whole value, press **SPACE**, then RETURN.

## RULES FOR CHANGING W

- You cannot erase the value of the work drive.
- To change to another drive, enter **W**, and then type the letter of the new drive. You do not need a colon, nor do you have to press RETURN.

## RUNNING THE SPELLING CHECK

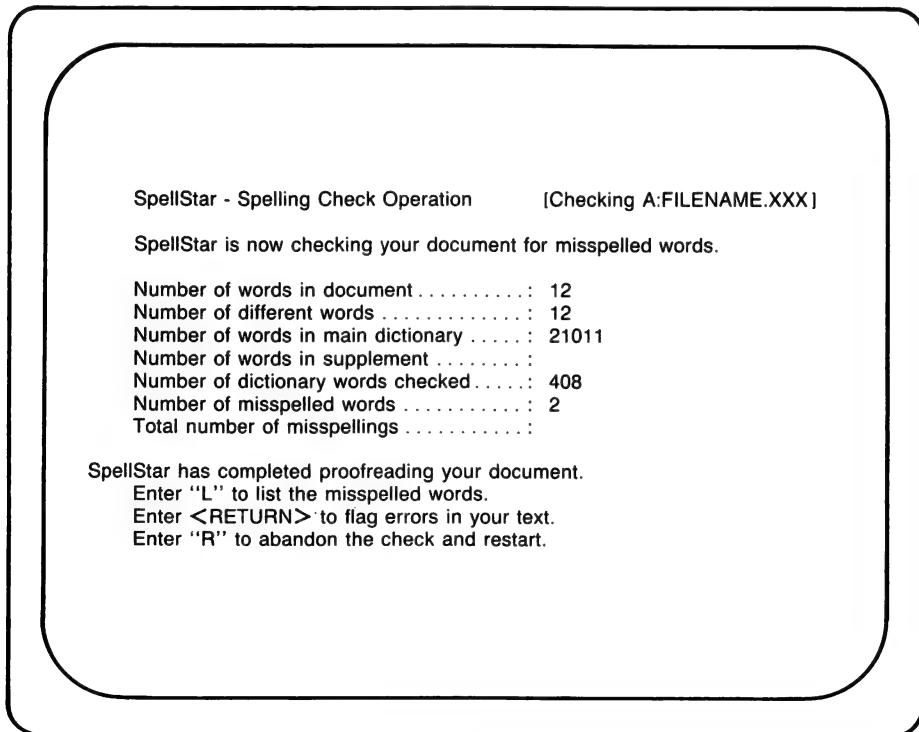
When you have the current values you want, press RETURN to begin the spelling check. SpellStar will move through the following three phases:

1. Proofreading
2. Flagging
3. Correcting

At the end of each phase, your choices will be displayed on the screen.

### **Phase 1. Proofreading the File**

During this phase, SpellStar counts, sorts, and checks the words in your document and displays the results. See the following screen. (The numbers will vary with the document being checked.)



The numbers displayed represent:

- the number of words in your document
- the number of unique words in your document
- the number of words in the main dictionary
- the number of words in the supplemental dictionary
- the number of dictionary words checked
- the number of misspelled words

The total number of misspellings remains blank until later in the program.

At the end of the proofreading phase, you have three choices:

**L**        List the 'misspellings'  
**R**        Leave the spelling check  
**RETURN** Begin the next phase, flagging the errors

### **LISTING MISSPELLINGS**

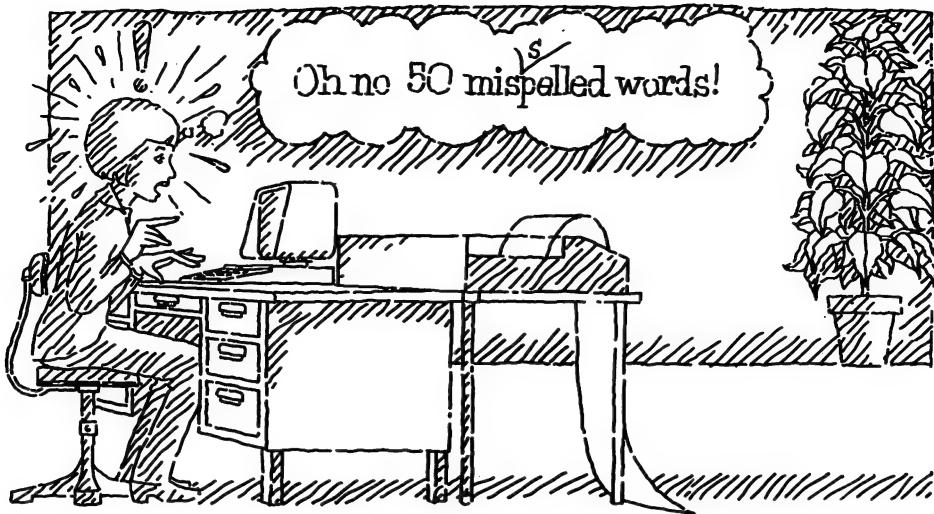
If you want to see the "misspelled" words displayed on your screen, choose the first option.

**TYPE L**

You will see a list like this:

AA BI SAN ATTN ALICE TOM'S TYPOS WIT'S  
BILOXI CALVIN RAFAEL SURVAY APROPOS

Enter <RETURN> to flag errors, "R" to restart.



If the list is too long to fit on one screen, you have three choices:

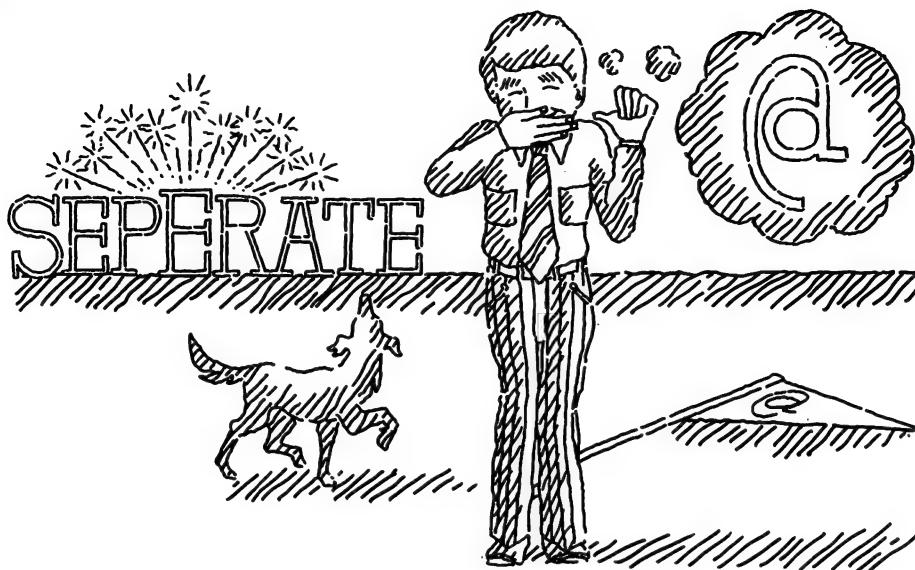
- SPACE** Go to next screen
- C** Scroll continuously
- ^L** Stop scrolling  
(**^L** is a toggle; press **^L** again to resume scrolling)

At the end of the list, this prompt is displayed:

Enter<RETURN>to flag errors, "R" to restart.

### Phase 2. Flagging the Errors

SpellStar inserts a flag (@) in front of every word it doesn't find in the dictionary.



SpellStar ignores the following:

- single letters (example: A, B, etc., in outlines)
- dot commands
- soft hyphens (sees words with soft hyphens as single words)
- hard hyphens (sees two words joined by a hard hyphen as two separate words)

SpellStar creates a copy of your document containing the flags. This flagged copy has the same name as your document except for the extension @@@. Thus, the flagged copy of A:LETTER.DOC is named A:LETTER.@@@. See the following table.

## Document Files created by SpellStar

Before SpellStar	A:LETTER.DOC	Your original file
After Flagging	A:LETTER.DOC	Your original file
	A:LETTER.@@@	A new file with errors flagged
After Correction	A:LETTER.BAK	Your original file (no flags)
	A:LETTER.DOC	A new corrected file (no flags)
	A:LETTER.ADD	A new file of saved words

When flagging is completed, the prompt on your screen looks like this:

SpellStar has flagged the misspellings in the text.  
Enter <RETURN> to correct errors in text, "R" to restart.

**R** Begin spelling check again  
**RETURN** Go on to the next phase, correcting the file

### Phase 3. Correcting the Files

The flagged document is displayed with this correction menu at the top of the screen:

A:FILENAME.@@@ PAGE n LINE n COL nn Action (F/B/I/D/S)?  
F - Fix word      D - Add to dictionary  
B - Bypass word      S - Add to supplemental dictionary  
I - Ignore word

The cursor flashes at the first flagged word. (The word may also be highlighted or dimmed, depending on your terminal.) You must choose one of the actions (F/B/I/D/S) at each of the flagged words. The actions would direct SpellStar as follows:

- F** Fix this misspelled word
- B** Bypass this word for now, but leave it flagged
- I** Ignore this word and remove the flag
- D** Mark this word for addition to a main dictionary
- S** Mark this word for addition to a supplemental dictionary



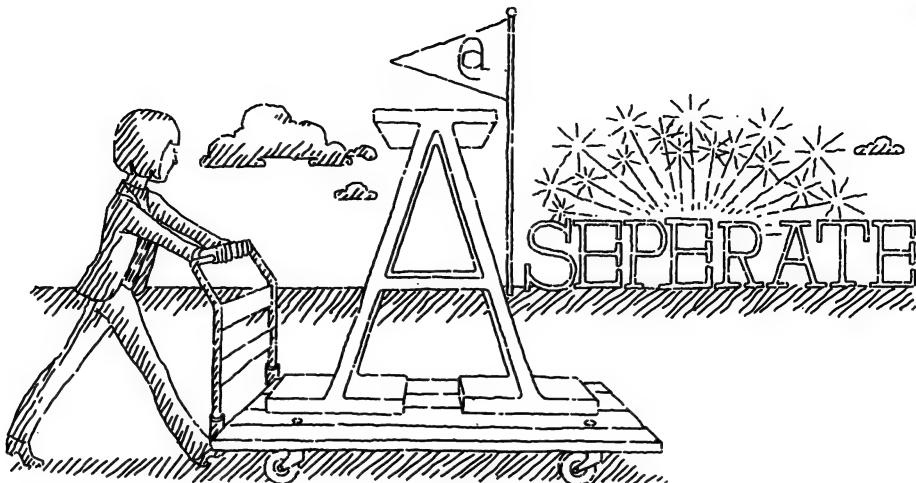
#### **F - Fix word**

Use **F** to fix a misspelled word. Choosing **F** allows you to use any of WordStar's editing commands, including the re-format command **^B**.

After fixing the misspelled word, *move to the next flagged word with the command **^L***. Only after fixing a word do you have to use **^L**. The other actions (B/I/D/S) cause SpellStar to move to the next flagged word automatically.

When you re-format a paragraph with **^B**, the cursor moves to the end of the paragraph, possibly skipping over a flagged word. You can either move the cursor back to a place in front of the word you skipped or continue on through the document and make a second pass to catch anything you missed the first time.

If you decide *not* to change a word after selecting **F**, just move to the next word with **^L**. The word will no longer be flagged. (The **F** action removes the flag.)



#### **B - Bypass word**

Use **B** to bypass a word for now, leaving it flagged. This option allows you to delay decisions on particular words.



#### **I - Ignore word**

Use **I** to remove the flag and leave the word unchanged. This would most likely be your choice for a proper name. Use **I** for words you don't want added to your dictionary.

Should the "ignored" word appear again in the document, the cursor will not stop. SpellStar can remember "ignore" instructions for approximately fifteen words (128 bytes) at a time. When this memory capacity is exceeded, SpellStar remembers the most recent fifteen or so words.

**D - Add to Dictionary****S - Add to Supplemental Dictionary**

Use **D** to mark a word you want added to your main dictionary and **S** to mark a word you want added to a supplemental dictionary. SpellStar asks you, with a Yes/No prompt, to confirm your decision. If you respond "NO," you must choose another action for that word. SpellStar collects these **D** and **S** words into a file. At the end of a spelling check, look at your disk directory. SpellStar has created a file with your file name and the extension **.ADD**.

Thus, after checking A:LETTER.DOC, you have an additional file A.LETTER.ADD.

During the dictionary maintenance operation, you can add the words from this file to one or more dictionaries. SpellStar knows that **D** words go to a main dictionary and **S** words go to a supplemental dictionary. But you can instruct SpellStar otherwise. That is, when you actually run maintenance on the **.ADD** file, you can add **D** words to a supplemental dictionary or **S** words to a main dictionary.

---

**ENDING THE CHECK**

When you've finished the correction phase, SpellStar will prompt:

Spelling Check Completed Press |\*\*\*| ESCAPE Key

To leave SpellStar

**PRESS ESCape**

To save your file

**TYPE ^KD**

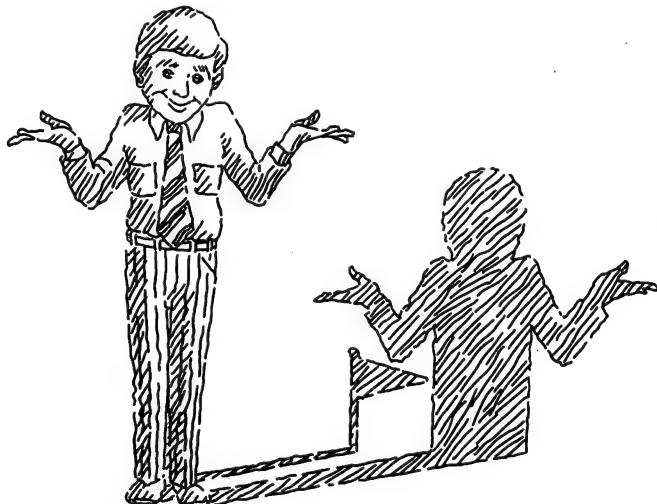
SpellStar automatically saves your uncorrected document (*filename.BAK*).

To abandon your corrections, enter **^KQ**. All the flags will be restored and the file will be found as **filename.@@@** in your directory.

### **Tips On The Correcting Phase**

#### **HOW TO HIDE THE FLAGS**

To see your file without the flags, use the **^OD** command while you're in WordStar's edit mode fixing a misspelled word. The flags in your file cause some distortion of the margins on the screen.



#### **HOW TO INTERRUPT**



To interrupt the correction phase, press **^U** and then **ESCAPE**. The flag will be restored on the current word, and you'll be in WordStar's edit mode.

Enter **^KD** to save what you have done. When you are ready to resume the correction phase, enter **D** on the WordStar Opening Menu, enter the file name, and then enter **^QL**.

## HOW TO DOUBLE-CHECK CORRECTIONS

When you get to the end of the correction phase, it's advisable to go back through the document to make sure all the flags have been removed. After you've chosen an action for the last flagged word in the file, the following prompt is displayed:

Spelling Check Completed Press \*\*\* ESCAPE Key

Press **ESCAPE**, then enter **^QL** and **B** (to search backward from the cursor).

NOTE: SpellStar creates an .ADD file during the correction phase. In subsequent passes through the correction phase, SpellStar will ignore words already in the .ADD file. If you've changed your mind about any of the words you've chosen, delete the .ADD file before rerunning SpellStar.

## HOW TO CORRECT A FILE LATER

If you don't want to correct your file immediately after SpellStar has proofread and flagged it, you can correct it later.

When you are ready to start the correction phase, begin at WordStar's Opening Menu and then follow these steps:

To open a document file

**TYPE D**

WordStar will prompt for the name of your file.

TYPE *filename.@@@*

RETURN

Example: A:LETTER.@@@

RETURN

The file is displayed.

**TYPE ^QL**

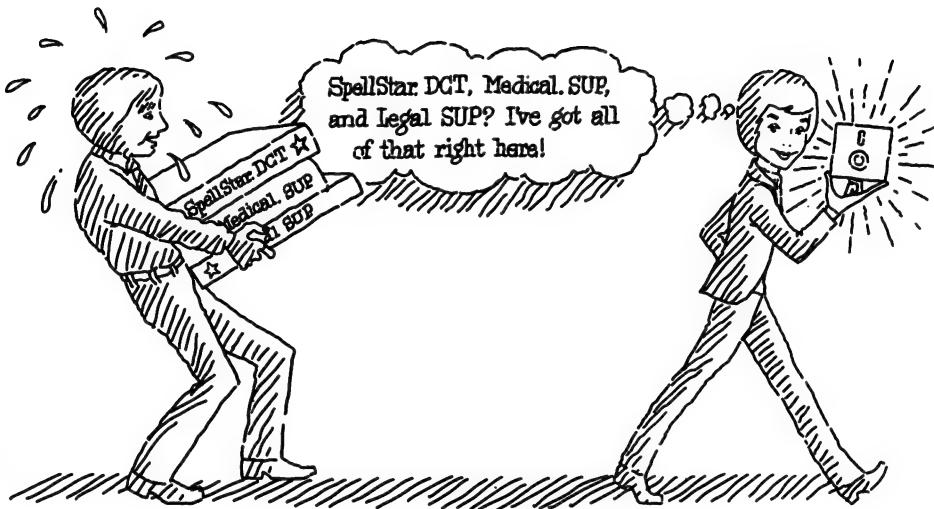
SpellStar will display this prompt:

To search for misspelled words, enter one of the following -  
RETURN = search forward, B = search backward:

Enter the appropriate response. Correction now  
continues as it would have had there been no  
interruption.

### 3. Dictionary Maintenance

...maintaining the dictionary...  
producing a customized dictionary...



The main dictionary, SPELSTAR.DCT, comes with the SpellStar package. While running spelling checks, you may find words you would like to add to SPELSTAR.DCT. The dictionary maintenance function not only makes it possible to add words but also to create a new main or supplemental dictionary. You simply run your list of words through the dictionary maintenance function. Purchased on-disk dictionaries can also be reformatted through dictionary maintenance to make them readable to SpellStar and to compress them into less space.

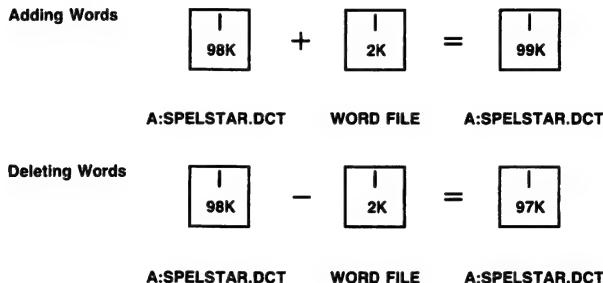
In summary, with dictionary maintenance, you can:

- update a main or supplemental dictionary.
- create a new main or supplemental dictionary.
- re-format a purchased dictionary.

## CHECKING FOR SPACE BEFORE YOU BEGIN



Before beginning maintenance, consider your available disk space. Do a status check. Obviously, a new dictionary will need some space on a disk, but less obviously, the maintenance function itself needs some work space. When SpellStar updates an existing dictionary, it first creates the revised dictionary, *then* deletes the old one. So, while maintenance is running, you must have enough space for both dictionaries. An updated dictionary takes up the same amount of disk space as the old dictionary *plus* half the space occupied by the file of words you're adding or *minus* half the space occupied by the file of words you're deleting. A new dictionary will be half the size of the word file used to create it. See the following diagram.



In Chapter 1 you learned how to start SpellStar.

**TYPE S**

TYPE *filename*

At the Operations Menu

**TYPE M**

The first screen you see displays the Dictionary Maintenance controls and options. But before you read a description of this screen, examine the following diagram of the Dictionary Maintenance operation.

## Dictionary Maintenance

<<< OPENING MENU >>>

--Preliminary Commands--  
L Change logged disk drive  
F File directory now ON  
H Set help level  
--Commands to open a file--  
D Open a document file  
N Open a non-document file

-File Commands-  
P PRINT a file  
E RENAME a file  
O COPY a file  
Y DELETE a file

-System Commands-  
R Run a program  
X EXIT to system  
-WordStar Options-  
M Run MailMerge  
S Run SpellStar

Select SpellStar

Press: 

Name of file to check/add to dictionary?

Identify your word file Type:  
*drive:filename.extension*

3. Maintenance

SpellStar

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### OPERATIONS

- C - Check spelling
- M - Maintain dictionary
- X - Exit to WordStar opening menu

Operation?

If your dictionaries are not on the current disk,  
insert the correct disk before continuing.

Choose Maintenance

Press: 

SpellStar - Dictionary Maintenance

DICTIONARY MAINTENANCE CONTROLS

F	- Change word file to use
D	- Change dictionary to update
U	- Change name of new or updated dictionary
W	- Change work drive for sort

CURRENT VALUE

=	A:FILENAME.ADD
=	A:SPELSTAR.DCT
=	A:
=	A:

DICTIONARY MAINTENANCE OPTIONS

N	- Create a new dictionary
A	- Add words
T	- Delete words
C	- Combine add/delete
S	- Use "S" words from ".ADD" file
L	- List dictionary words

=	NO
=	NO
=	NO
=	YES
=	NO
=	NO

<RETURN> - Start dictionary maintenance  
X - Exit to Operations Menu

Control or option to change?

**Verify/Change Controls and Options**  
**Start maintenance**

Press:

**RETURN**

SpellStar is now creating/updating your dictionary.

Number of words in input file .....: 12  
Number of different words in input file .....: 12  
Number of words in dictionary being updated ...: 21011  
Number of words added to dictionary .....: 2  
Number of words deleted from dictionary .....: 0  
Number of words in new or updated dictionary ...: 21013

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.

Enter <RETURN> to return to WordStar, "R" to restart.

**End Maintenance**

Press:

**RETURN**

## DICTIONARY MAINTENANCE CONTROLS

If you have chosen Dictionary Maintenance, you will see the following screen:

SpellStar - Dictionary Maintenance		
DICTIONARY MAINTENANCE CONTROLS		
F	- Change word file to use	CURRENT VALUE = A:FILENAME.ADD
D	- Change dictionary to update	= A:SPELSTAR.DCT
U	- Change name of new or updated dictionary	= A:
W	- Change work drive for sort	= A:
DICTIONARY MAINTENANCE OPTIONS		
N	- Create a new dictionary	= NO
A	- Add words	= NO
T	- Delete words	= NO
C	- Combine add/delete	= YES
S	- Use "S" words from ".ADD" file	= NO
L	- List dictionary words	= NO
<RETURN> - Start dictionary maintenance		
X - Exit to Operations Menu		
Control or option to change?		

This screen displays the Dictionary Maintenance controls and their current values. You may change these values or leave them as they are. There are four controls:

- F** The word file SpellStar will use, that is, the list of words you want to add to or delete from a dictionary
- D** The existing dictionary to update
- U** The new dictionary
- W** The work drive

## Changing Current Values

### PROCEDURE

To change the current value of any control, enter the control identifier (F, D, U, or W) in response to the prompt: "Control or option to change?"

SpellStar will respond with another prompt showing the control you chose along with its current value. For example, if you chose **D**, the prompt at the bottom of the screen looks like this:

D - Dictionary: A:SPELSTAR.DCT      Dictionary to update (add/delete words.)  
Enter the drive, filename, and/or  
type of different dictionary.

On this screen, enter a new value, using the rules for changing controls.



### F - Change word file to use

The word file contains words you want added to or deleted from an existing dictionary, or words to create an entirely new dictionary. There are four kinds of word files:

- An .ADD file that SpellStar creates during a spelling check. You'll probably use the .ADD file more often than any other word file. It contains the words you marked with **S** or **D** during the spelling check. The .ADD file remains on your disk until you erase it.
- A document file. You can name any document file as the word file to use. SpellStar will ignore duplicate words.

- A file of words you create. Use WordStar to make a list of words. It's a good idea to include all the forms of each word (plurals, tenses, -ing forms, possessives).
- A purchased dictionary. If you have purchased a specialized dictionary on disk, use it as the word file during a dictionary maintenance run so that it can be made readable by SpellStar.

The current value of the **F** control is the file you named when you first entered SpellStar.

To change the current value of the word file, type **F** in response to the prompt: "Control or option to change?"



#### **D - Change dictionary to update**

The dictionary to update must be an existing dictionary, either main or supplemental. Blank out the **D** control (SPACE, RETURN) when you are creating a new dictionary.

SpellStar assumes the current value for the **D** control is SPELSTAR.DCT.

To change the current value of the dictionary to update, type **D** in response to the prompt: "Control or option to change?"

If you want to update your old dictionary, but you don't have enough space on your disk for SpellStar to do its work, follow this procedure:

Make sure your old dictionary, A:SPELSTAR.DCT, is the current value of the **D** control. Put a blank disk (or one with enough space for the dictionary) into the **B** disk drive. Change the **U** control to a current value of **B**. Run maintenance. After the maintenance run, delete A:SPELSTAR.DCT, and then copy B:SPELSTAR.DCT to the **A** disk.

See "Checking For Space Before You Begin," p. 3-2.



### **U - Change name of new or updated dictionary**

Use the **U** control to create:

- a completely new dictionary
- an updated version of an old dictionary while keeping your original intact.

To create a completely *new* dictionary, change the current value of the **U** control, naming the disk drive, dictionary name, and extension. You will also have to delete any dictionary from the **D** control (the first case on the following table).

To create an *updated* version of your old dictionary while keeping the original intact, change the disk drive of the **U** control to a drive *other than the one* the old dictionary is on. After the maintenance run, your original dictionary will be unchanged on one disk drive, and an updated version will be on the other (the second case on the following table).

**NOTE:** If the current value of the **U** control is the logged disk drive followed by blanks, and the dictionary being updated is *also* on the logged disk drive, a new version of that dictionary will *replace* the old one. In effect, you will have only updated the old dictionary; you will *not* have created an additional dictionary, leaving the old one intact (the third case on the following table).

IF controls are	THEN after maintenance you will have
D - = U - = B:PLUMBER.SUP	B:PLUMBER.SUP (New dictionary)
D - = A:SPELSTAR.DCT U - = B:	A:SPELSTAR.DCT (Original) B:SPELSTAR.DCT (Updated version)
D - = A:SPELSTAR.DCT U - = A:	A:SPELSTAR.DCT (Update, original gone)



It's useful (but not necessary) to use the extension .DCT for main dictionaries and the extension .SUP for supplemental dictionaries. SpellStar recognizes the extension names and will do a little extra work for you. For instance, SpellStar will automatically look on the logged drive and the A drive for your .DCT and .SUP dictionaries.

Consider disk space when using the U control. It's a good idea to do a status check before starting maintenance. See "Checking For Space Before You Begin," p. 3-2.



### W - Change work drive for sort

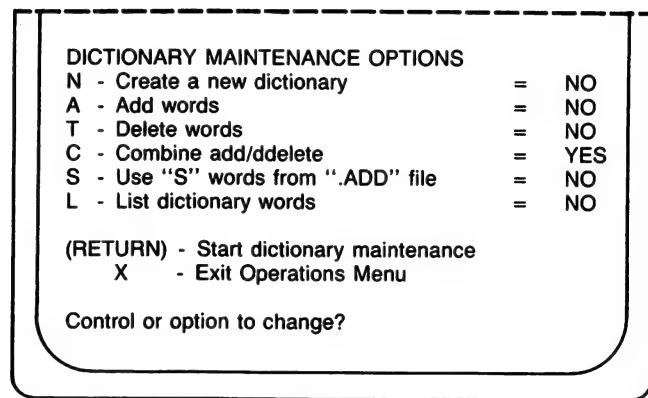
As in the Spelling Check operation, SpellStar creates temporary files for sorting the word file. These sorting files require about the same amount of space as the word file. SpellStar assumes you want to use the logged disk drive for the temporary files. Therefore the current value of the W control is the logged disk drive.

To name a drive other than the logged drive, type W in response to "Control or option to change?"

## DICTIONARY MAINTENANCE OPTIONS

When you have the current value you want (file name, work drive, etc.), tell SpellStar which options you'd like to run.

Available options are shown on the screen.



Select an option by making the value read "YES." Cancel an option by making the value read "NO." Look at the current values of the options. SpellStar assumes you want the combination add/delete option as shown above. To change any option, enter the letter of the option in response to "Control or option to change?" For example, to create a new dictionary, type **N**. This prompt appears at the bottom of the screen:

To change the value of the **N** option to yes, type **Y**.

SpellStar rejects any illogical combination of options by cancelling the prior selection. For example, choosing the **N** option causes SpellStar to change the **A** option to "YES." You can't create an entirely new dictionary (**N**) without adding words (**A**).



#### **N - Create a new dictionary**

Choose the **N** option to produce a new main or supplemental dictionary with the words in your word file.



**NOTE:** When using the **N** option, *be sure* to name your new dictionary in the **U** control and blank out the existing dictionary name in the **D** control.



#### **A - Add words**

Choose the **A** option to add your word file to a main or supplemental dictionary.

Don't worry about duplicate words. SpellStar knows they are duplicates and ignores them.

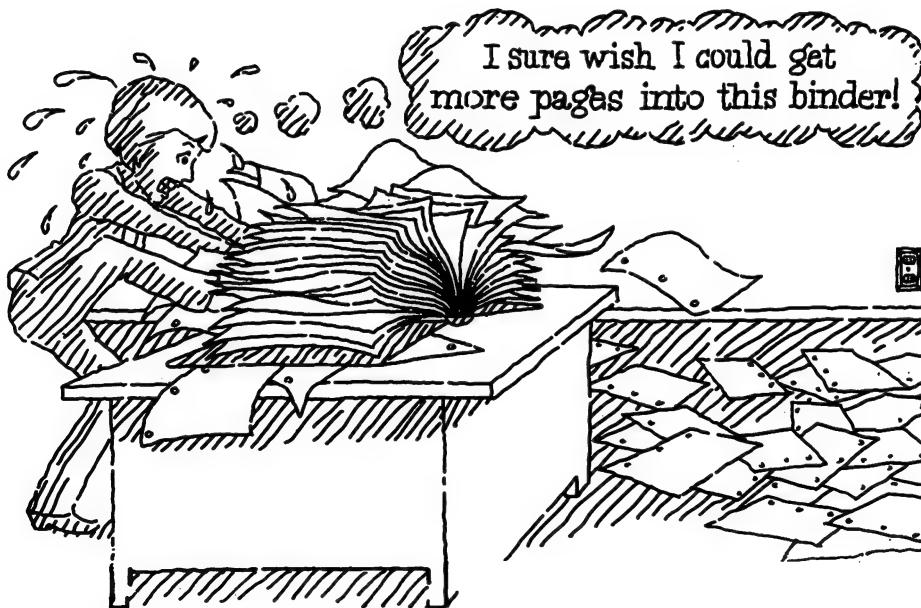
Some special considerations are necessary when your word file is the .ADD file created during a spelling check.

SpellStar assumes you haven't changed your mind and still want to add **D** words to the main dictionary and the **S** words to a supplemental dictionary. If you have changed your mind, follow these procedures:

- To add the **D** words to a supplemental dictionary, name the supplemental dictionary as the value of the "D - change dictionary to update" control.
- To add **S** words to a main dictionary, choose the **S** option.



To add both **D** and **S** words to any dictionary, run the maintenance operation twice. You cannot perform maintenance using both the **D** and **S** words at the same time.





### T - Delete words

At times, you might want to delete words. Choose the **T** option if you have taken any of the following actions:

- Added a word file to the wrong dictionary (plumbing terms to a medical dictionary, perhaps).
- Added a misspelled word to a dictionary.
- Reviewed a dictionary and found words you never use.



If you have added a word file to the wrong dictionary, simply rerun the maintenance operation using the same word file. But this time choose the "T - delete word" option.

To delete misspelled or unnecessary words, you must have a word file. Create one by using the following procedure in WordStar:

- On the Opening Menu, type **D**.

- Give the word file a name. (To help you remember what the file is, use the dictionary name with the extension .DEL.)
- Enter the words in any order.
- Return to the SpellStar maintenance operation, naming the word file in the “F - change word file” control and naming the dictionary in the “D - change dictionary to update” control.



#### **C - Combine Add/Delete**

This is the most commonly chosen option. It works this way:

- SpellStar reads the word file. If a word isn't in the dictionary, SpellStar adds it.
- If a word is in the dictionary, SpellStar displays the word and the prompt:

This word is in the dictionary. Should it be deleted? (Y/N):

The prompt is a precaution against accidental deletion. You have another chance to say, “Yes, I really want this word deleted,” or “No, don't delete it.”



#### **S - Use “S” words from “.ADD” file**

During a spelling check, you may have marked some words as S words. SpellStar saved them for you in your .ADD file.

Choose the **S** option when you want your **S** words to be used as the word file for maintenance. You can then perform maintenance as you would with any word file and dictionary.

To add the **S** words to a dictionary, name the dictionary to update (D = dictionary), then choose the “**A - add words**” option and the “**S - use ‘S’ words**” option.

To delete the **S** words from a dictionary, name the dictionary to update (D = dictionary), and then choose the “**T - delete words**” option and the “**S - use ‘S’ words**” option.

To create a new supplemental dictionary with the **S** words, name the new dictionary (U = dictionary), change the “**D - dictionary to update**” to blank, and then choose the “**N - new dictionary**” option, the “**A - add words**” option, and the “**S - use ‘S’ words**” option.



#### **L - List dictionary words**

When you choose the **L** option, SpellStar displays the words it's using—first your word file, then your dictionary.

### **HOW TO PRINT A WORD FILE**

You can print a word file. You can also print an .ADD file, although it will show some extraneous characters. (SpellStar stored some instructions for itself when it created the .ADD file for you.)

You *cannot* print the contents of a dictionary, but you can see the dictionary on the screen with the **L** option. The **L** option cannot be used alone. It must be used during the creation or updating of a dictionary. However, your computer can be tricked into thinking that a maintenance function is occurring. Use the following procedures to force a dictionary listing:



## **HOW TO DISPLAY A DICTIONARY**

- First, make up a dummy word file by entering one word in it. Use a word you know is in the dictionary.
- Next, set up a dictionary maintenance run naming your "one-word" word file, naming your dictionary, and choosing the options "C - combine add/delete" and "L - list dictionary words."
- Then, run dictionary maintenance.
- Now SpellStar will go through the dictionary, listing words on the screen as it goes. When it reaches the word in your "one-word" file, SpellStar will ask if you want to delete this word. Type **N** for no. SpellStar will continue listing the dictionary words.

Thus you can see the complete list of words without changing the dictionary.



## **HOW TO INTERRUPT MAINTENANCE**

Use **^U** to interrupt dictionary maintenance. This command requires a bit of time to take effect. Restarting maintenance causes the SpellStar work files to be deleted. No maintenance is done.

## **Notes On The L Option**

## **HOW TO GAIN EFFICIENCY**

Choosing the **L** option decreases the speed of the maintenance run. By choosing **L**, you've asked SpellStar to do two functions: update the dictionary and display the list of words on the screen as it adds them. You can increase the efficiency of the maintenance run somewhat, depending on the option you choose at the next prompt. If the list is longer than one screen, SpellStar displays the following choices:

"Space" = continue, "C" = continuous listing, "L" = stop/start list



When you choose **S**pace (continue), SpellStar displays an entire screen of words. Updating stops until you press "Space" again. Then updating continues until another screen of words has been processed. That screen is displayed, then updating stops until you press "Space" again, and the process continues until all of the words have been added and displayed.

When you choose **C** (continuous listing), SpellStar updates and scrolls the on screen display without interruption until the maintenance run is completed.

If you enter **^L** (stop/start list) to stop the listing, updating continues at an accelerated pace. Pressing **^L** again starts the listing wherever SpellStar is in the dictionary. Within the **L** option, **^L** operates as an on/off switch and can be used repeatedly throughout the maintenance run. Depending on where SpellStar is in the updating process, a request to stop listing (^L) may be slow to take effect. *Be patient.* Because **^L** is an on/off toggle switch, repeating your entry will only turn the listing on again, adding to the delay and the confusion.

## THE MAINTENANCE RUN

### PROCEDURE

When you have completed your selections, begin the maintenance run. At the Controls and options screen, press RETURN.

You'll see this screen:

SpellStar is now creating/updating your dictionary.

Number of words in input file .....	:	12
Number of different words in input file .....	:	12
Number of words in dictionary being updated .....	:	21011
Number of words added to dictionary .....	:	2
Number of words deleted from dictionary .....	:	0
Number of words in new or updated dictionary .....	:	21013

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.

Enter <RETURN> to return to WordStar, "R" to restart.

First SpellStar counts the words in your word file and puts that number on the screen. If your word file is an .ADD file, the count represents only **D** or **S** words, whichever you selected.

Next SpellStar ignores duplicate words in your word file and displays a count of unique words.

If you chose the "L - list" option, SpellStar pauses in its maintenance and displays the list of words in the word file. (Later, it will display the dictionary words.) The list is alphabetical by word length. If the list is longer than one screen, you'll see this message:

"Space" = continue, "C" = continuous listing, "'L" = stop/start list

Your response to this prompt will affect the speed of the maintenance run. See the explanation under "Notes on the L option."

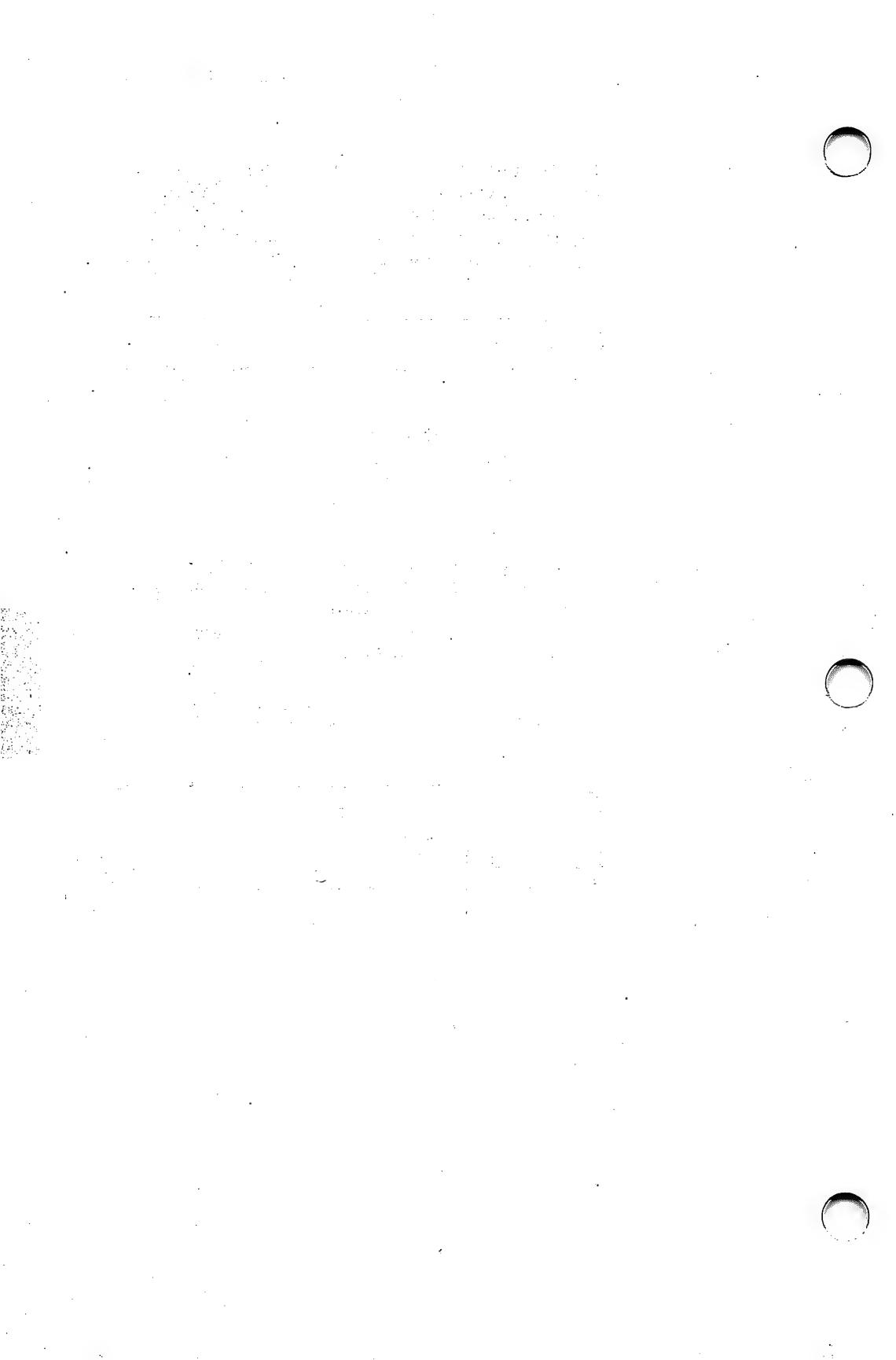
At the end of the listing, press RETURN.

SpellStar proceeds with the maintenance operation. As it moves through the dictionary, SpellStar displays the counts of dictionary words. If you've chosen the "L - list" option, your dictionary words are displayed during the maintenance run.

When the maintenance run is completed, SpellStar displays this message below the summary:

SpellStar has completed the dictionary maintenance.

If you changed disks at the beginning of this program,  
please insert the original disk before continuing.  
Enter <RETURN> to return to WordStar, "R" to restart.



# Appendix A

## Program Specifications Sheet

---

WordStar and its options, MailMerge and SpellStar, operate only if the following specifications are met. Most WordStar specifications apply also to the options. Any special requirements are noted below. For information regarding specific versions of WordStar and its options, see your dealer.

### WordStar

<b>OPERATING SYSTEM</b>	CP/M (version 2.0 or higher) CP/M-86 MP/M MS-DOS PC-DOS
<b>CPU MEMORY</b>	For 8-bit microcomputers: 56K of memory (RAM) or 50K of program memory For 16-bit microcomputers: 64K of memory (RAM) Except CP/M-86 which requires 80K
<b>VIDEO TERMINAL</b>	WordStar requires an addressable cursor or byte-addressable, memory-mapped video. Minimum screen size is 16 lines by 64 characters. Maximum screen size is 57 lines by 120 characters.
<b>PRINTER</b>	WordStar can take advantage of most of your printer's capabilities, whether letter or draft quality.
<b>DISK STORAGE</b>	WordStar can operate with one drive containing at least 240K. Use 5 1/4" or 8" disks, depending on your hardware. For convenience, two floppy disk drives are recommended.
<b>MAXIMUM FILE SIZE</b>	8 megabytes on CP/M, CP/M-86, and MP/M. Unlimited on MS-DOS and PC-DOS.

## SpellStar

### DISK STORAGE

MicroPro recommends that you run SpellStar with two floppy disks of at least 128K each, although you can check a very small document with a small dictionary on one disk of at least 128K.

## Appendix B

### SpellStar and Small-Capacity Disks

---

#### Spelling Checks

When you're doing a spelling check with SpellStar on a system with small capacity disks (under 240K), you must use three disks. These disks must contain the following files:

Disk #1: The WordStar and SpellStar files:

- WS.COM
- WSOVLY1.OVR
- WSMSGS.OVR
- SPELSTAR.OVR

Disk #2: The document to check:

*filename.EXT* (often a .DOC file)

Disk #3: SpellStar's main dictionary:

SPELSTAR.DCT  
(plus a supplemental dictionary, if you wish)

#### HOW TO USE THREE DISKS

Place disk #1 in the A drive and disk #2 in the B drive. Log onto the B drive and start WordStar. When the Opening Menu appears, enter S to start SpellStar. When the prompt appears, type the name of the file to check and press RETURN.

When SpellStar's Operations Menu appears, remove disk #1 from the A drive, and replace it with disk #3 (the dictionary).

Enter C (Check spelling). When the Spelling Check Controls Menu appears, check to see that the A drive is designated for the dictionary (as well as the supplemental dictionary, if you're using one) and that

the B drive is designated as the work drive with the file to check. Change the controls if necessary, and proceed with the check.

When the spelling check is complete, you'll see a prompt telling you to insert the WordStar disk (disk #1). Remove disk #3 from the A drive and replace it with disk #1. Press any key and proceed to correct your document.

## Dictionary Maintenance

When you update or create a dictionary with SpellStar, you also use three disks:

Disk #1: WordStar and SpellStar files:

- WS.COM
- WSOVLY1.OVR
- WSMSGS.OVR
- SPELSTAR.OVR

Disk #2: Your word file:

*filename.EXT* (often a .ADD file)

Disk #3: The dictionary to update



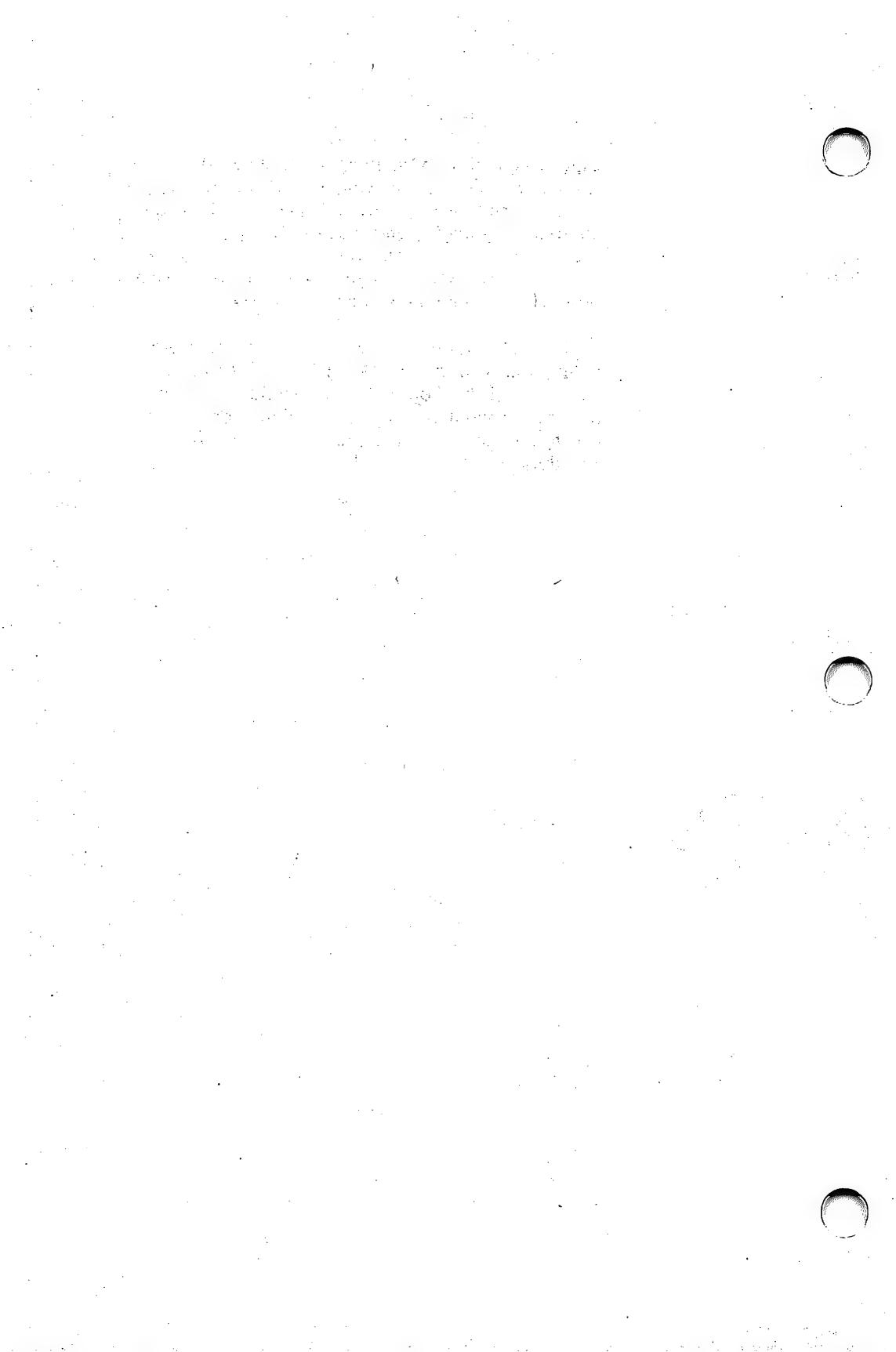
Disk #2 should contain nothing but the word file, leaving room to receive the updated dictionary. If your word file is the .ADD file, you will probably have to copy the .ADD file from the disk where it was created onto a clean disk.

Place disk #1 in the A drive and disk #2 in the B drive. Log onto the B drive and start WordStar. When the Opening Menu appears, enter S to start SpellStar. When the prompt appears, type the name of the word file and press RETURN.

When SpellStar's Operations Menu appears, remove disk #1 from the A drive and replace it with disk #3.

Enter **M** (Dictionary maintenance). When the Dictionary Maintenance Controls Menu appears, check to see that the A drive is designated for the dictionary to update and that the B drive is designated for the work drive and for the new or updated dictionary. Change controls if necessary and proceed with the maintenance operation.

When the operation is complete, you'll see a prompt telling you to insert the WordStar disk (disk #1). Remove disk #3 from the A drive and replace it with disk #1. Proceed with another maintenance operation, run a spelling check, or return to WordStar.



## Appendix C

### Error and Warning Messages

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#### **E101: File not found on disk: d:filename.ext**

**Problem.** The file shown in the message was specified as one of the following SpellStar files:

- the main or supplemental dictionary for the check operation
- the document file to be checked
- the file containing words to be added to or deleted from a dictionary.

Either this file was not located on the drive specified, or, in the case of a file with extension name "DCT" or "SUP," was not located on the currently logged drive or the A drive.

**Solution.** If the file name or drive was entered incorrectly, restart SpellStar by responding **R** to the prompt. Then enter the correct file name or extension. If the file name and drive were correct, respond **R** to the prompt. Then exit to WordStar to find or create the desired file.

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#### **E102: Error during sort**

**Problem.** This message appears whenever the internal SpellStar sort program (MicroPro's SuperSort) encounters a problem. The specific failure will have been explained in a preceding message. See SuperSort reference manual for a detailed explanation of the problem. In most cases, the failure is caused by insufficient work space for sorting.

**Solution.** To recover from a space problem, respond to the prompt with **R** to restart SpellStar and then either select a different drive for the work drive control or change to a disk which has more available space. If neither of these actions can be taken, exit to WordStar and delete unnecessary files

from the disk. You will need at least as much space as is currently used by the file being checked or the file containing the words to update a dictionary, depending on the operation being performed.

---

**E103: Invalid word format in "add" file**

**Problem.** An input word file with an "ADD" extension specified during the Dictionary Maintenance operation did not have the internal format expected by SpellStar. The "add" format is unique to files created by WordStar in the spelling correction phase when a word is selected for adding to the main or supplemental dictionaries.

**Solution.** Respond **R** to the prompt to restart SpellStar. Exit to WordStar to rename your word file to any name having an extension other than "ADD," and then start SpellStar again.

---

**E104: Disk full while writing file d:filename.ext.  
Enter any key to restart**

**Problem.** The destination disk for SpellStar's work or output files was full. SpellStar is unable to proceed.

**Solution.** After hitting any key to restart SpellStar, follow the action described for error E102.

---

**W110: Invalid character in dictionary. Word Dropped:xxxxx**

**Problem.** While adding words to a dictionary, SpellStar encountered a word containing a character other than a letter or the apostrophe character. The word is shown in the message (replaces the xxxxx). This condition should not occur and may signal a program failure or some unexpected condition on disk.

**Solution.** SpellStar will continue after dropping this word from its operation. The proper word can be added in a later run. If this condition persists without a reasonable explanation, please notify your dealer.

---

**W180: Memory exceeded. Partial words flagged**

**Problem.** In the final phase of SpellStar, there was not sufficient memory in the computer to hold all of the misspelled words. SpellStar was forced to flag only the words which would fit and ignore the rest.

**Solution.** After the flagged words are corrected with SpellStar, rerun the correction operation to examine and correct the remaining words.

---

**W181: Word exceeds max length. Words bypassed**

**Problem.** In the final phase of SpellStar, words longer than 35 letters were misspelled. SpellStar can not process these words and therefore must bypass them.

**Solution.** Words longer than 35 letters must be checked for correct spelling by the user.

---

**E190: Insufficient memory for file areas**

**Problem.** There was not enough computer memory to open any of SpellStar's files.

**Solution.** See Appendix A for CPU memory requirements for your computer. If your system has less memory than this minimum, please contact your dealer for assistance.

---

**E191: Invalid record format in intermediate file**

**Problem.** This condition occurs when SpellStar encounters an unexpected record format within one of its internal work files. During the operation a bad sector may have been used by SpellStar.

**Solution.** Respond with **R** to the prompt to restart SpellStar, replace the work disk or change the work drive control in the menu, and then restart the operation. If the condition persists, please contact your dealer for assistance.

---

**E192: Insufficient memory for table area**

**Problem.** In the final phase of SpellStar, not enough computer memory was available to store the misspelled words found in the text.

**Solution.** See Appendix A for CPU memory requirements for your computer. If your system has less memory than this minimum, please contact your dealer for assistance.

---

**E193: Invalid character format in dictionary**

**Problem.** During the dictionary checking operation, SpellStar encountered an unrecognized character format in the main or supplemental dictionary. Either a non-SpellStar dictionary (that is, one that has not gone through SpellStar's maintenance operation) or a read error in the disk sector could cause this condition.

**Solution.** To restart SpellStar, press any key. If you were using a SpellStar dictionary, restoring the file from a backup disk can eliminate any sector errors if they occurred. If you were using a dictionary not created by SpellStar, use the dictionary maintenance operation to create a SpellStar dictionary from the file of words. If this error persists, please contact your dealer for assistance.

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**E199: Enter any key to restart**

This message appears in conjunction with action error messages.

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